



JOHN ENGLER, Governor

**DEPARTMENT OF MANAGEMENT & BUDGET**

P.O. BOX 30026, LANSING, MICHIGAN 48909

MARK A. MURRAY, Director

May 10, 1996

**OFFICE OF ADMINISTRATIVE SERVICES  
ADVISORY MEMORANDUM NO. 96-8**

TO: All Offices

SUBJECT: Provision of Meals at Meetings

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The Standardized Travel Regulations issued by the Departments of Civil Service and Management and Budget allow reimbursement for meals provided at in-state, prearranged meetings called by a commission, department or agency head for the conduct of official state business. These meals may be reimbursed at group rates established annually by the Department of Civil Service.

Typically, the need for providing meals at meetings is unique to each office. Therefore, the authority for approving requests for providing meals at meetings is delegated to the office director. All pre-arranged meetings must have the prior written approval of the office director and must include an explanation for the meeting, why it is necessary to hold the meeting over the meal period, and a list of those who will attend. Costs for meals are limited to group rates established by the Department of Civil Service and will be charged to the respective office. To process payment for group meals, costs should be entered as a direct voucher using comptroller object code 6125 for vendors and 6181 for individuals. A copy of the voucher and the approved request should be submitted to the Fiscal Management Division.

In evaluating the propriety of a particular request, the following guidelines should be used.

- Scheduling of the meeting during the meal period should be necessary for the conduct of official state business.
- The meeting should be of sufficient duration to warrant the provision of meals.

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- The meeting should involve non-state individuals who are requested by the state to attend in an official capacity; or state employees whose attendance during the meal period is necessary for the conduct of the meeting. Examples include meetings in which outside consultants are requested to meet with state staff to provide expert assistance, and meetings in which field staff must travel to attend an extended meeting.
- The provision of meals to state employees within their official work stations at meetings which can be scheduled at times other than through the meal period should be discouraged.

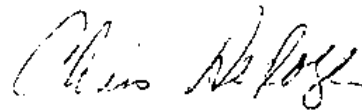
For purposes of this advisory memorandum, refer to Office of Administrative Services Advisory Memorandum No. 96-4 for a definition of an authorized office director.

Distribution of Memorandum

For your convenience, two copies of this memorandum have been provided. Please retain one copy in a central file for future reference. The other copy should be forwarded to those individuals within your office responsible for daily administration of the subject activity.

Questions regarding this memorandum may be directed to Howard Pizzo at 33-51557.

Your cooperation and adherence to this procedure is appreciated.



Chris DeRose, Acting Director  
Office of Administrative Services